

UNITED STATES DISTRICT COURT

Western District of North Carolina

PROBATION OFFICE

Greg Forest

CHIEF UNITED STATES PROBATION OFFICER



200 SOUTH COLLEGE STREET, SUITE 1650

CHARLOTTE, NC 28202

TELEPHONE (704) 350-7601

Job Announcement Number: #06-11

Position Title: UNITED STATES PROBATION OFFICER
(Presentence Unit)

Starting Salary: \$34,340 to \$49,815
(Depending on Qualifications)

Grade Level: CL 25 (Salary Range: \$34,340 to \$55,876)
CL 27 (Salary Range: \$41,575 to \$67,567)
CL 28 (Salary Range: \$49,815 to \$81,005)

Position Location: Asheville, North Carolina

Open Date: September 25, 2006

Closing Date: October 10, 2006

Open to all qualified sources. More than one position may be available.

RESPONSIBILITIES:

Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior, and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution,

JOB OPPORTUNITY

Job Announcement: #06-11
Job Title: United States Probation Officer
Location: Asheville, North Carolina

incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence. Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse, and through assessment and counseling, implements the necessary treatment or violation proceedings against offenders. Refers offenders to appropriate outside agencies regarding offender needs, such as medical and drug treatment, employment, housing, and educational/vocational training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, other probation officers, and attorneys, concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity. Performs all other duties as assigned.

JOB REQUIREMENTS

Knowledge of criminal justice system. Knowledge of federal probation and parole legal requirements, policies and procedures. Knowledge of sentencing guidelines and applicable case law. Good knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons. Ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts. Skill in applying various statutes and

JOB OPPORTUNITY

Job Announcement: #06-11
Job Title: United States Probation Officer
Location: Asheville, North Carolina

implementing regulations. Ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys and offenders. Ability to interview and investigate offenders from various backgrounds, their families and others in the community to obtain the information.

Skill in supervising offenders, including investigating their finances to determine the legitimacy of their income. Skill in risk assessment, developing appropriate alternatives and sanctions for non compliant behavior. Skill in counseling offenders to attain and maintain compliance with the conditions of their release. Ability to discern deception and act accordingly. Skill in using law enforcement automation systems to check defendants' backgrounds is required. Skill in using personal computers and use of computer software is required (i.e. WordPerfect for Windows, Lotus Notes, and other software approved for office use).

QUALIFICATIONS

EDUCATION

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer position.

EXPERIENCE:

CL 25/GS 9	Two years specialized experience, including at least one year equivalent to work at the CL 23/GS 7
CL 27/GS 11	Two years specialized experience, including at least one year equivalent to work at the CL 25/GS 9
CL28/GS12	Three years specialized experience, including at least one year equivalent to work at the CL27/GS11

Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.

JOB OPPORTUNITY

Job Announcement:

#06-11

Job Title:

United States Probation Officer

Location:

Asheville, North Carolina

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law

JOB OPPORTUNITY

Job Announcement: #06-11
Job Title: United States Probation Officer
Location: Asheville, North Carolina

enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

EMPLOYEE BENEFITS

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the Western District of North Carolina currently offers a flexible work schedule program and an annual employee awards program.

BACKGROUND INVESTIGATION AND DRUG SCREENING

A federal United States Probation Officer must have a completed and successful FBI background check that is required for employment. Prior to appointment, applicants considered for this position will also undergo drug screening, and will be subject to random drug screening throughout the term of employment. Updated background investigations are required every five years.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Western District of North Carolina. Electronic Fund Transfer (EFT) for payroll deposit is required.

United States Citizenship is required for consideration for this position.

To apply for this position, applicants must submit a:

- ▶ **cover letter and resume**
- ▶ **narrative addressing the Quality Ranking Factor**
- ▶ **completed AO-78, Application for Judicial Branch Federal Employment**
- ▶ **copy of most recent performance evaluation**

QUALITY RANKING FACTORS

Applicants must submit a narrative statement addressing the factors listed below. (Mandatory)

- 1. Describe your qualifications, skills, and abilities, that are relevant to the field of probation, pretrial services, corrections, counseling or case management.**
- 2. Describe why you would like to become a United States Probation Officer in Asheville, N.C.**

JOB OPPORTUNITY

Job Announcement: #06-11
Job Title: United States Probation Officer
Location: Asheville, North Carolina

You must submit **ALL** documents to be considered for this opportunity. Complete applications must be received or postmarked not later than the closing date. The application form AO-78 is available at www.ncwp.uscourts.gov. The entire package should be addressed to:

**Human Resources Specialist, WDNC
200 S. College Street, Suite 1650
Charlotte, NC 28202
Reference Job Announcement: #06-11**

Applicants selected for interview will be required to take a skills test that assesses written and verbal skills as well as analytical reasoning abilities. Additionally, they will be required to provide a copy of their college transcript.

New officers will attend a five-week training academy at the Federal Law Enforcement Training Academy in Charleston, South Carolina during the first year of employment.

The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only those interviewed will receive notification when the vacancy is filled.

The Western District of North Carolina is an Equal Employment Opportunity Employer. The court encourages applications from all qualified persons including women, members of minority groups and individuals with disabilities.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.